



# Job Vacancy Announcement

**Date Posted: July 1, 2021**

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**Position Title:** Records Clerk, KPD

**Reports to:** Chief of Police

**Dept/CC:** Police Department - Records

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## **Purpose:**

Processes, classifies, and files all written and computer-generated reports for the police department. Submits reports to a variety of state and federal law enforcement agencies on a regular basis. Functions with relative independence. Excellent organizational, computer and clerical skills required.

## **Essential Functions (list in order of importance including measures)**

1. Inputs written reports (accidents, arrests, traffic citations, etc.) generated by Police Department personnel into the current records computer database.
2. Files all necessary paperwork records in the appropriate locations.
3. Ensures accuracy and completeness all computer reports as required for UCR reporting.
4. Distributes paper copies of police reports in accordance with the Privacy Act and the Freedom of Information Act.
5. Maintains paperwork for D.U.I., Vehicle Seizers, Child Sex Offender as required.
6. Submits Domestic Violence data to the State on a monthly basis.
7. Submits all Traffic Crash reports to the State Police on a monthly basis.
8. Reviews for accuracy and completeness of all fingerprint cards; files all fingerprint cards in the corresponding arrest pods.
9. At the direction of the Chief expunge arrest records in accordance with court orders.
10. Provide arrest information to other law enforcement agencies and with the guidance of the Chief to those other governmental agencies deemed appropriate.
11. At the direction of the Chief, respond to subpoena's by delivering requested case information.
12. At the direction of the Chief perform 'Ad Hoc' statistical and crime searches as requested.
13. Ensures that those monies, usually in check form, that accompany requests for information, are brought to the Collection Office.
14. Provide 'Daily Bulletin' information to Victim's Assistance.
15. Perform any other job-related duties as required.

## **Job Requirements**

- High School or equivalent GED, or other related field.
- Familiarity with Privacy Act and Freedom of Information Act
- Strong analytical, verbal, organizational and written communications skills.
- Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.) Computer experience in a DOS environment a plus.

**How to Apply:** Interested applicants should apply online by forwarding a completed employment application, résumé and cover letter to the attention of Carolyn A. Croswell/Director of Human Resources [ccroswell@citykankakee-il.gov](mailto:ccroswell@citykankakee-il.gov). The City of Kankakee is an equal opportunity employer. (EOE)